



City of Annapolis

Department of Planning & Zoning

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Historic Preservation Commission

October 24, 2013

The Historic Preservation Commission (HPC) of the City of Annapolis held its administrative meeting on October 24, 2013 in City Council Chambers. **Chair** Kennedy called the meeting to order at 7:30pm

Commissioners Present: **Chair** Kennedy, **Vice Chair** Leahy, Zeno, Kabriel, Toews, Finch

Staff Present: Craig-Historic Preservation Officer

Chair Kennedy introduced the commissioners and staff. She stated the Commission's purpose pursuant to the Authority of Article 66B, Section 8.01-8.17 of the Annotated Code of Maryland and administered the oath en masse to all persons intending to testify at the hearing.

C. ANNOUNCEMENTS

Ms. Craig asked for volunteers to help with the Tug of War event.

D. PRE APPLICATION

Chair Kennedy reminded those present that this is an informal discussion and held as a courtesy to the applicants to determine feasibility as well as to address any other issues of concern that may arise at the hearing. This review does not constitute an approval and nothing discussed in this session will be binding on the commissioners or applicants.

1. 86 Conduit Street – Dowd Residence – Roof Solar Panels

Mr. Dowd presented the proposal to install 11 solar panels on the roof of the existing house. He provided an aerial photograph of the house and explained that the panels will be located on the southern side of the roof. He addressed a concern from the HPC regarding whether the panels would be visible so provided iPad photographs of the views of the panels from various points. He noted that the panels will not be visible from the water.

Ms. Craig referenced D.12 that relates to solar panel review although it is clear there will not be a water view but there will be street view so panels will be in the public view shed.

Chair Kennedy summarized that there will be questions about visibility from the public view shed from both the streetscape and water so the applicant should provide photographs. The applicant should provide specifications of the actual panels, their attachment into the roof and the history of the building. The applicant is encouraged to work with staff to determine if the 3' offset is a requirement for the City or other jurisdiction.

E. ADMINISTRATIVE BUSINESS

1. Review and Public Comment on Amended City Dock Master Plan (CDMP)

Chair Kennedy provided background indicating that the HPC received and reviewed the CDMP. The HPC provided comments to the Planning Commission in March 2013. The Council referred the amended CDMP to the HPC for further comments.

Dr. Sally Nash discussed the CDMP and accompanying legislation O-7-13 that will most likely die if it is not acted on by Monday so will need to be reintroduced. She noted that the amendments to the CDMP are intended to clarify the language, explain the goals of the plan and to make the plan more flexible. It will emphasize the importance of the small town feel of Annapolis and to offer more options for the sea level rise. She indicated that some of the amendments require more study for implementation into plan. For example, the t-intersection versus the circle issue is being further studied to determine how cars/pedestrians move through memorial circle. Other studies relate to cost and benefit analysis, impacts and timelines. The amendments that are of interest to the HPC relate to the cultural landscape report which is now required; changes to the Dock Street side, changes to the view shed analysis, limits placed on the building height for Compromise Street which is increased to 2.5-stories, but no changes proposed to the height districts. It is recommended that the HPC be granted a small tolerance to the allowable height for new construction in the three opportunity sites. Another amendment is the new language for height measurement in that it should begin at grade or flood protection elevation or whichever is greater. Ms. Craig restated her written comments on the amendments to the CDMP.

Chair Kennedy discussed the materials that were submitted to the HPC specifically a memo dated 10/24/13 from Anastasia Hopkinson, an undated presentation from Anne Fligsten, an undated copy of remarks from Robert Clark, a copy of the Debbie Gosselin letter dated 10/21/13 and an email dated 10/24/13 from Mondee Doorandish.

The floor was opened at 8:29pm for those members of the public that wanted to comment on the amended City Dock Master Plan and whose names are listed below.

Name
Donna Ware
Doug Smith
Mondee Doorandish

The HPC deliberated on the comments from staff, HA, Inc. and the public. The HPC also discussed the comments that should be included in the memo to the Council. Members were encouraged to check email throughout the weekend because there may be requests for additional information that will require a quick response.

2. Review of Procedure/Deadline for Submission of COA Public Hearing Applications

Ms. Craig noted the possibility of allow the reviewing agencies opportunities to do a preliminary review of the application which would add additional time to the process. She noted that the best approach would be to request the applicants to provide applications two weeks in advance of the current deadline. The application will not be deemed complete for two weeks to allow reviewing agencies the opportunity to comment. Staff will then determine completeness. As the result a new set of application deadlines were drafted. This does not affect the 45 day rule. She noted that the hearing dates remain the same. Staff was asked to review the changes to make sure that there is no need to change the Rules of Procedures to ensure there are no conflicts.

3. Administrative Approvals Issued from July 2013 – September 2013

Chair Kennedy reminded the HPC that this is the accepting of the administrative approvals into the record which are the approvals that have been delegated to the staff. **Vice Chair** Leahy moved to accept the administrative approvals issued from July 2013 to September 2013 into the record. Mr. Toews seconded the motion. The motion passed unanimously in a vote of 6-0.

4. Final Review and Approval of Banner Locations

Ms. Craig did not have a banner map but noted that the Opera/ABA maps were more recently approved. She noted that the size of the banner is 2' x 4' and the placement is consistent to that approved last year. **Vice Chair** Leahy suggested waiting and addressing this agenda item in January 2014.

5. Procedural Review – COA Non-Conforming

Ms. Craig clarified that because staff does not monitor projects in process, one of the ways to ensure that applicants are completing the scope of work to meet the requirements of the COA is to request “after” photos. She discussed a miscommunication where the application was not in compliance because they built an asphalt rolled roof instead of an asphalt shingle roof. To remedy these types of issues, when staff proposes in kind replacement, she will be certain to include specific details. She asked the HPC that in these types of instances, would the HPC prefer the application come before them as an after the fact. The HPC concurred with that approach.

Sidewalks

Ms. Craig discussed an email from Sam Brice regarding the damaged sidewalks on the Charles Street. The HPC will draft a letter to the head of DPW requesting them to salvage and reuse any bricks older than five years.

I. ADJOURNMENT

With there being no further business, **Vice Chair** Leahy moved to adjourn the meeting at 10:56pm. Ms. Zeno seconded the motion. The motion passed unanimously in a vote of 6-0.

The next meeting is scheduled for November 12, 2013 at 7:30pm at the City Council Chambers.

Tami Hook, Recorder